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AUTHOR Keith, Diana J., Comp.
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ABSTRACT

The Government Documents Collection of the Calvin T. Ryan Library of the University of Nebraska at Kearney contains a broad range of information on a variety of topics, including curriculum guides and materials. This bibliography gathers government documents of special interest to education students, practicing teachers, and teachers of adult students. Most documents listed are federal, but some Nebraska state documents are annotated. Curriculum guides and supplements, print and nonprint materials, bibliographies, evaluation materials and standards, project examples, and study guides, workbooks, and activity books are included in the following categories: (1) alcohol and drug abuse; (2) career and vocational education; (3) emergency services, traffic safety, and law enforcement; (4) family life and parenting; (5) foreign languages; (6) health, fitness, and nutrition; (7) miscellaneous topics/general; (8) nursing; (9) occupational safety and health; (10) home, school, and automotive safety; (11) social services; and (12) special education. The 165 titles are also indexed by subject. (SLD)

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CURRICULUM MATERIALS FOR USE WITH ADULT GROUPS:

A BIBLIOGRAPHY OF GOVERNMENT DOCUMENTS

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Compiled by Diana J. Keith

FEBRUARY, 1989

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INTRODUCTION

The Government Documents Collection of Calvin T.Ryan Library contains a wealth of information on a wide range of topics and has different types of publications including studies, reports, etc. One of the more difficult types to locate is curriculum material. A number of government agencies publish curriculum guides and supplements which are scattered throughout the collection.

This bibliography and its companion bibliography, "Curriculum Materials for use with Grades K-12: A Bibliography of Government Documents", attempt to gather together, as comprehensively as possible, government documents of special interest to students pursuing careers in education, practicing teachers, and teachers of adult students, including college faculty. Most of the material is not copyrighted and can be copied. All of the titles on the bibliography can be checked out of the library for four weeks.

When the bibliography was originally compiled, both K-12 and adult level materials were included in one list. With this revision, however, the two audience levels provided a natural division for separating what had become a listing of unwieldy length. There is now a separate bibliography of curriculum guides and supplements designed for use with pre-school through twelfth grade students and another for materials which are geared toward adult audiences. The user should bear in mind, however, that upper level high school students would benefit from many adult level guides and both bibliographies should be consulted for comprehensive coverage.

With this revision, also, annotation of titles was expanded to include almost all of the entries on both lists. Subject coverage, a description of various parts of a set (if applicable), and audience level were included in the annotation whenever possible. Each entry has the publication date, number of pages, and the call number which must be used to find the document in the collection. A decision was made to use only the broad government agency as the author of the document, rather than listing the broad agency plus several subagencies. In general, titles published prior to 1980 were dropped from the bibliographies. A select few, published before this date, are included because the information is not out of date. The word "Kit" has been used to describe multimedia sets which may contain a printed volume, a poster, a set of duplication masters, charts, transparencies, or other supplementary material.

The bibliographies attempt to be as comprehensive as possible in the inclusion of curriculum guides and supplements. Certain types of publications were excluded, however, including studies, results of surveys, technical reports, conference reports, journals, essays, statistical publications, and others deemed to not be of immediate practical use to the teaching profession. Some of the titles included are in Spanish or are designed for bilingual teaching.

Several different types of publications have been included. The pre-school-12th grade bibliography contains:

- curriculum guides
- curriculum supplements
- sources of government and non-governmental print and non-print materials
- bibliographies
- evaluation guides
- standards for evaluation
- examples of innovations and exemplary projects
- student study guides
- student workbooks
- activity books
- story books
- coloring books
- comic books

The adult level bibliography contains the same types of publications, with certain obvious exceptions (comic books, etc.) and, in addition, also has lecture summary cards for teachers, guides for educating community groups and the general public, and professional level materials. Subject coverage is broad and includes topics such as AIDS, automobile repair, child abuse, driver's education, the elderly, fitness, health care, occupational safety, prenatal care, sexuality, and traffic safety.

Arrangement of the entries is by broad subject heading, with a subject index in the back to provide more detailed subject access. Within most broad subject sections are two parts, one which lists and describes the guides and supplements and another which contains bibliographies and sources of materials on the subject. A miscellaneous section in both bibliographies lists titles that either were too few in number to list in separate subject sections, did not readily fit in any subject section, or contain information covering several subjects. Titles are listed only once on each bibliography. Users are advised to consult the subject index for related topics and for titles which contain several subjects but are listed under only one.

ALCOHOL AND DRUG ABUSE

Basic Substance Abuse, Counselor's Training Course: Individual Counseling Skills. U.S. Dept. of Health and Human Services. 1979.

Consists of a Resource Manual (136 p.; HE 20.8208: B 29/participant) and a Trainer's Manual (151 p.; HE 20.8208:B 29/trainer).

Community Health Nurse and Alcohol-Related Problems. U.S. Dept.of Health and Human Services. 1978.

Two volume set consisting of an Instructor Curriculum Planning Guide, (361 p.; HE 20.8308:C 73/guide), and a Book of Readings, (195 p.; HE 20.8308:C 73/readings).

Management Skills for Alcohol Program Administrators. U.S. Dept. of Health and Human Services. 1978.

Two volume set: Trainer Manual, (224 p.; HE 20.8308: M 31/trainer), and Participant Workbook, (180 p.; HE 20.8308:M 31/participant).

An Ounce of Prevention: A Course for Blacks. U.S. Dept. of Health and Human Services. Kit. 1978. HE 20.8302:D 35/2ou

Deals with the prevention of alcohol problems; contains a facilitator's handbook of lesson plans, outline cards, take-home summaries of each session's information, and handout masters.

Planning Alcoholism Services: A Basic Course in Assessment, Program Design, Implementation, and Evaluation. U.S. Dept.of Health and Human Services. 1979.

Three volume set: Trainer Manual, (122 p.; HE 20.8308:P 69/trainer), Session Outline Cards, (168 p.; HE 20.8308:P 69/session/vol. 1-2), and Participant Workbook, (150 p.; HE 20.8308:P 69).

The Power of Positive Parenting: A Course for Parents of Young Children. U.S. Dept. of Health and Human Services. Kit. 1978. HE 20.8302:D 35/2po

Helps parents make decisions about responsible drinking behavior so that they can lead their children by example and by fostering healthy attitudes toward drinking. Set has a facilitator's handbook of lesson plans, outline cards, take-home summaries of each lesson, and handout masters.

Reflections in a Glass: A Course for Women. U.S. Dept. of Health and Human Services. Kit. 1978. HE 20.8302:D 35/2re

A course which teaches responsible decision making for women who drink. Set includes facilitator's handbook of

lesson plans, session outline cards, take-home summaries, and handout masters.

CAREER AND VOCATIONAL EDUCATION

The Child Development Associate Program: A Guide to Curriculum Development. U.S. Dept. of Health and Human Services. 132 p. 1982. HE 23.1108:C 43/3/curr. (microfiche)

Designed for educators who provide child development associate training. Assists in planning a new curriculum or revising an existing one.

Improving Techniques in Teaching English for the Job. U.S. Dept. of Education. 134 p. 1982. ED 1.308:En 3 (microfiche)

A Model Curriculum and Teaching Guide for the Instruction of the Homemaker-Home Health Aide. U.S. Dept. of Health and Human Services. 529 p. 1980. HE 20.5108:H 75/980

Tested curriculum for training people to work with the elderly, children, the chronically ill, and handicapped. Topics include communication, nutrition, personal care, medication, and rehabilitation.

Skills for the Changing Workplace: An Automotive Repair Instructor's Guide. U.S. Dept.of Education. 78 p. 1985. ED 1.8:St 3

Assists instructors of electronics technology with teaching nontechnical objectives including interpersonal skills, decision making, planning, and communication skills.

Standards for Vocational Home Economics Education: Adult Occupational Home Economics Education. 114 p. 1981. ED 1.8:H 75/SET/PT. 1 (microfiche)

Standards for Vocational Home Economics: Postsecondary Occupational Home Economics Education. 114 p. 1981. ED 1.8:H 75/SET/PT. 6 (microfiche)

Standards for Vocational Home Economics: Adult Consumer and Homemaking Education. 115 p. 1981. ED 1.8: H 75/SET/PT. 5 (microfiche)

Standards for Vocational Home Economics: Postsecondary Consumer and Homemaking Education. 116 p. 1981. ED 1.8:H 75/SET/PT. 9 (microfiche)

Above four titles present standards useful for evaluating existing programs and for program development and planning of facilities, equipment, instructional staff and criteria/assessment instruments.

Women in Nontraditional Careers: A Curriculum Guide. U.S. Dept. of Labor. 66 p. 1986. L 36.108:C 93/jrnl

A workbook for exploring feelings and stereotypes.

EMERGENCY SERVICES, TRAFFIC SAFETY, AND LAW ENFORCEMENT

Basic Training Program in RADAR Speed Measurement. U.S. Dept. of Transportation. Instructor's Lesson Plan. various paging. 1985. TD 8.8:R 11/instruc. Trainee Instructional Manual. various paging. 1983. TD 8.8:R 11

Designed to improve the effectiveness of speed enforcement through proper and efficient use of RADAR speed measurement devices.

Criminal Justice Planning and Management Training Series. U.S. Dept. of Justice. 8 volume set. 1981.

Materials for academicians, trainers, and practitioners who wish to expand their managerial capabilities. Set includes: Overview, (19 p.; J 26.8:C 86/14/overview); Evaluation Guide, (108 p.; J 26.8:C 86/9/evaluation); Glossary, (18 p.; J 26.8:C 86/9/glossary); Volumes 1 and 2, Planning Course, Instructor's Guide, (various paging; J 26.8:C 86/9/v.1, 2); Volumes 3 and 4, Participant/Student Guide, (various paging; J 26.8:C 86/9/v. 3, 4); and Volume 5, Management Course, Instructor's Guide, (various paging; J 26.8:C 86/9/v.5).

Emergency Medical Care: A Manual for the Paramedic in the Field. U.S. Dept. of Transportation. Textbook. various paging. 1983. TD 8.8:Em 3/16. Workbook. various paging. 1983. TD 8.8:Em 3/16/workbook

Textbook discusses procedures for transporting and providing emergency care; workbook has vocabulary and questions.

Emergency Medical Services Dispatcher: National Standard Curriculum. U.S. Dept. of Transportation. Course Guide. 16 p. 1983. TD 8.8:Em 3/17/course guide. Student Study Guide. 66 p. 1984. TD 8.8:Em 3/17/student. Instructor Lesson Plans. 154 p. 1984. TD 8.8:Em 3/17

Course guide describes goals, planning, and evaluation. Lesson plans discuss such subjects as emergency care, CPR, disaster procedures, etc., and include a skills checklist.

Emergency Medical Services Instructor Training Program: A National Standard Curriculum. U.S.Dept. of Transportation. Instructor Lesson Plans. 177 p. 1986. TD 8.2:Em 3/12. Course Guide. 19 p. 1986. TD 8.8:Em 3/19/course. Student Study Guide. 76 p. 1986. TD 8.8:Em 3/19/student.

Program designed to teach persons who will become instructors in an emergency medical services program. Instructor lesson plans volume has twelve lessons, a sample course schedule and sample student handouts. The course

guide describes the program, planning, and evaluation. The student guide has lessons and a bibliography.

Emergency Medical Technician - Ambulance: National Standard Curriculum. U.S. Dept.of Transportation. Course Guide. 18 p. 1984. 3rd edition. TD 8.8:Em 3/18/course. Instructor Lesson Plans. 374 p. 1984. TD 8.8: Em 3/18/instru. Student Study Guide. 136 p. 1984. TD 8.8:Em 3/18/student.

Course guide discusses the program, planning and evaluation. Lesson plans and a student study guide complete the set.

Emergency Medical Technician - Intermediate: National Standard Curriculum. U.S.Dept. of Transportation. Course Guide. 16 p. 1986. TD 8.2:Em 3/14/course. Instructor Lesson Plans. 206 p. 1985. TD 8.2:Em 3/14

Course guide contains an introduction, and course planning/implementation information which goes with the instructor lesson plans.

Emergency Medical Technician - Paramedic: National Standard Curriculum. U.S. Dept. of Transportation. Course Guide. 24 p. 1986. TD 8.2:Em 3/13/course. Instructor's Lesson Plans. 896 p. 1986. TD 8.2:Em 3/13

Course guide has introduction and planning/ implementation considerations. Lesson plans cover such topics as the prehospital environment, patient assessment, trauma, medical information, and behavioral emergencies.

Get It Together: Safety Belt and Child Safety Seat Educational Program, Leader's Guide and Resource Materials. U.S. Dept. of Transportation. various paging. 1982. TD 8.8:Sa 1/8

Manual helps plan a safety belt education program for groups. Includes activity materials, information for discussion leaders, example community projects, and a directory of resource persons and agencies.

Managing Criminal Investigations. U.S. Dept. of Justice. Manual. 252 p. 1980. J 26.8:M 31/2/manual. Participant's Handbook. 147 p. 1980. J 26.8:M 31/2/part.

From the National Institute of Law Enforcement and Criminal Justice; discusses the criminal investigation process and potential benefits of modern management methods. Handbook has information about implementation issues and development of workable operational plans.

Model Curriculum and Teacher's Guide for Programs to Combat White Collar Crime. U.S. Dept. of Justice. 37 p. 1980. J 26.8:T 22/2

NEAR Monitor: Training Program for CB Radio Emergency Monitors. U.S.Dept. of Transportation. Course Guide. 7 p. 1979. TD 8.8:M 74/3. Lesson Plans. 14 p. 1979. TD 8.8:M 74. Student Study Guide. 14 p. 1979. TD 8.8:M 74/2

The NEAR program (National Emergency Aid Radio) trains persons who monitor citizen's band radio emergency channel 9.

Preliminary Breath Testing for Drinking-Driving Enforcement, Instructor's Manual. U.S. Dept. of Transportation. various paging. 1982. TD 8.8:B 74/5

A one day course with five teaching units. Discusses operation of testing equipment and tells how to apply information gained to an arrest/no arrest decision.

Safety Belt Usage: Lesson Plans and Instructor's Guide. U.S. Dept. of Transportation. various paging. 1984. TD 8.8: B 41/2

Intended audience: adult general public groups, police trainees, and on-the-job police officers.

Teaching the Safety Belt Message: A Guide for Teachers of Driver Education Instructors. U.S. Dept.of Transportation. 6 p. 1977. TD 8.8:Sa 1/3

For use with Getting the Safety Belt Message Across (TD 8.8:Sa 1/6) and The Safety Belt Message, Student Lessons. (TD 8.8:Sa 1/4).

BIBLIOGRAPHIES AND SOURCES OF MATERIALS

A List of Audiovisual Materials Produced by the United States Government for: Emergency Medical Services. U.S. General Services Administration. 11 p. 1980. GS 4.17/5-2:M 46

A list of AV materials to buy or rent from the National Audiovisual Center. No previewing of titles is permitted.

A List of Audiovisual Materials Produced by the United States Government for Fire/Law Enforcement. U.S. General Services Administration. 18 p. 1982. GS 4.17/5-2:F 51/982

A list of AV materials which can be rented or purchased from the National Audiovisual Center. Preview is free to non-profit organizations.

FAMILY LIFE AND PARENTING

Child Abuse and Neglect Curriculum in Schools of Education. U.S. Dept. of Health and Human Services. 30 p. 1981. HE 23.1210:C 93

Includes a course outline for the inclusion of child

abuse and neglect topics in postsecondary teacher training programs.

Child Care and Development Occupations: Competency Based Teaching Modules. U.S. Dept. of Health and Human Services. various paging. 1974. HE 5.6/2:C 73/2 and C 73/2/supp.

Two volume set which contains a curriculum for improving parenting skills and training child care workers.

Child Safety Program Handbook. ACTION. 16 p. 1985. AA 1.8:C 43

Tells how to organize a Child Safety Day to increase awareness and educate about missing children. Also available, two supplements: Protect Your Children (AA 1.2: Ch 43), and Protect Your Disabled Child (AA 1.2:D 63).

Communication and Parenting Skills. U.S. Dept. of Health and Human Services. 1979. Trainer's Manual. 198 p. HE 20.8208:C 73/trainer. Parent Workbook. 111 p. HE 20.8208:C 73/parent

This two part set was designed to help educate parents in skills for effective communication and constructive management of power. Topics include listening skills, responding, sharing of feelings, decision making, positive guidance, and modeling for preferred behavior.

Explorando el Arte de Ser Padres: Hojas Informativas para los Padres. U.S. Dept. of Health and Human Services. various paging. 1984. HE 23.1102:Ex 7/3/Spanish

First part of three volume set; Spanish language version of Exploring Parenting set which is described below. Other two parts: Manual del Orientador para Explorando el Arte de Ser Padres, (75 p. 1984; HE 23.1108:P 21/Spanish), and Manual de Adiestramiento para Orientadores del Programa: Explorando el Arte de Ser Padres, (45 p.; 1984; HE 23.1108: P 21/3/Spanish).

Looking at Life: An Education Program for Parents in Four Modules. U.S. Dept. of Health and Human Services. 3 vols. 1987. HE 23.1102:L 62; L 62/info. sheets; L 62/intro.

Explores daily life (money, food, exercise); life with children (play, development, school); family values; and life over the years (relationships between generations, sexuality, how to discuss sexuality with children), and more.

Teaching Parents to be the Primary Sexuality Educators of Their Children. U.S. Dept. of Health and Human Services. Five volume set. 1982. HE 20.7008:P 21/2/v. 1-5

Five volumes present a model curriculum for parent sexuality education. Set includes: Vol. 1, Impact of the Programs, (103 p.); Vol. 2, Guide to Designing and

Implementing Multisession Courses, (129 p.); Vol. 3, Curriculum Guide to Courses for Parents, (208 p.); Vol. 4, Curriculum Guide to Courses for Parents and Adolescents Together, (200 p.); and Vol. 5, National Catalog of Programs, (141 p.).

Set includes activities, materials, objectives, handouts, and worksheets.

BIBLIOGRAPHIES AND SOURCES OF MATERIALS

Healthy Mothers, Healthy Babies: A Collection of Prenatal and Infant Care Publications and Films Produced by the Public Health Service. U.S. Dept. of Health and Human Services. 44 p. 1985. HE 20.2:M 41/4

Materials available from the Public Health Service; some are free.

FOREIGN LANGUAGES

Basic Language Courses. U.S. Dept.of State.

Amharic, Basic Course and Reader. 2 volumes. 1964. S 1.114/2:Am 4

Modern Written Arabic, Volumes 1-3. 3 volumes. 1964-1978. S 1.114/2:Ar 1/v. 1-3

Contemporary Cambodian. 379 p. 1974. S 1.114/2:C 14/15

Chinyanja, Basic Course. 351 p. 1965. S 1.114/2:C 44

Spoken Dari. 443 p. 1980. S 1.114/2:D 24

Basic Language Course: French, Units 1-12. 1960. 315 p. S 1.114/2:F 88/unit 1-12

French Phonology, Programmed Introduction, Instructor's Manual. 124 p. 1978. S 1.114/2:F 88/2/instructor

Testing Kit: French and Spanish. 140 p. 1979. S 1.114/3: T 28

Fula, Basic Course. 489 p. 1965. S 1.114/2:F 95

Hungarian, Basic Course. 339 p. 1964. S 1.114/2:H 89/units 13-24

Kirundi, Basic Course. 526 p. 1965. S 1.114/2:K 63

Serbo-Croatian, Basic Course. 633 p. 1965. S 1.114/2: Se 6/v.1

Shona, Basic Course. 519 p. 1965. S 1.114/2:Sh 7

Sinhala, Basic Course, Modules 1-3. 3 volumes. 1979. S 1.114/2:Si 6/module 1-3

BIBLIOGRAPHIES AND SOURCES OF MATERIALS

Foreign Language Courses Produced by the Federal Government. National Archives and Records Administration. 10 p. 1985. AE 1.110:F 76

Available for purchase from the National Audiovisual Center.

Spanish Soundtrack Videocassettes, Films, and Slide/Sound Programs Available from the National Audiovisual Center. National Archives and Records Administration. 4 p. 1987. AE 1.110:Sp 2

Materials for sale and rent from the National Audiovisual Center. A fee is charged for previewing titles.

HEALTH, FITNESS, AND NUTRITION

Building Nutrition Counseling Skills: A Guidebook for Workshop Planning, Volume 1. U.S. Dept. of Health and Human Services. 27 p. 1985. HE 20.3208:N 95/v.1. Workshop Resource Manual, Volume 2. 210 p. 1985. HE 20.3208:N 95/v.2

Suitable for educators in nutrition related areas; includes activities, session outlines, planning information, and a bibliography.

Cross-Cultural Counseling: A Guide for Nutrition and Health Counselors. U.S. Dept. of Agriculture. 35 p. 1987. A 1.11/3:C 88

For use with women, infants, and children.

Expanded Food and Nutrition Education Programs: Teaching Nutrition to Low-Income Families. U.S. Dept. of Agriculture. 6 p. 1984. A 43.2:F 73/4

Fourteen Fountains of Youth. Veterans Administration. 32 p. 1988. VA 1.2:F 82

Practical hints and tips for the elderly to help maintain their health; topics include lifestyle, skin, heart, muscles, nutrition, and more.

Health Promotion: A Resource Guide for Fitness Programs for Older Persons. U.S. Dept. of Health and Human Services. 33 p. 1987. HE 23.8:F 55

Contains: introduction, how to design a fitness module, lists of resource materials and references.

Health Promotion: A Resource Guide for Injury Control Programs for Older Persons. U.S. Dept. of Health and Human Services. various paging. 1985. HE 23.3008:In 5

Includes an education module on fitness for injury prevention.

Health Promotion: A Resource Guide for Nutrition Management Programs for Older Persons. U.S. Dept. of Health and Human Services. various paging. 1987. HE 23.3008:N 95/2

Background information, goal setting, supermarket demonstrations, basic cooking class series, cookbooks for seniors. Includes reading lists and a directory of organizations.

A Healthy Old Age: A Source Book for Health Promotion with Older Adults. U.S. Dept. of Health and Human Services. 331 p. 1982. HE 23.3002:So 8

Information about health promotion program planning, activities, and resources. Health Promotion and Aging: Strategies for Action (69 p. 1984. HE 23.3008:H 34) is a "how to" guide for setting up community-wide health promotion programs for the older person and is designed to be used with the above title. Health Promotion for Older Persons: A Selected Annotated Bibliography (39 p. 1984. HE 23.3011: H 34) is the third part of the set.

The Idea Book: Sharing Nutrition Education Experiences. U.S. Dept. of Agriculture. 90 p. 1981. A 98.9:234

How to plan for nutrition education for women in the Women, Infants, and Children program. Includes lesson plans, how to select materials, measure results, and get current information.

Nutrition Education for Native Americans: A Guide for Nutrition Educators. U.S. Dept. of Agriculture. 67 p. 1984. A 98.9:249

Background information, counseling suggestions, and sources for more information.

People Programs that Work in Food and Fitness. U.S. Dept.of Agriculture. 6 p. 1984. A 43.2:P 39

Smoke-Free, Low-Stress Smoking Cessation Program: Instructor's Guide. U.S. Dept. of State. 35 p. + apps. 1988. S 1.40/2:Sm 7

Purpose is to train volunteers to teach smoking cessation courses; course outline for eight sessions, with list of films and ordering information.

Sourcebook for Health Education Materials and Community Resources. U.S. Dept. of Health and Human Services. 92 p. 1982. HE 20.7002:H 34/7

Tells how to select materials, locate and acquire them, how to evaluate materials and how to develop new ones. Subjects: nutrition, high blood pressure, alcohol use, exercise, smoking, stress, cancer detection, and more.

Technical Health Training Manual: Core Curriculum and Technical Resource Materials. Peace Corps. 246 p. 1984. PE 1.11: H 34/draft

Manual provides training for lay persons and nurses who work in community health care facilities and clinics; also useful for school health education, home economics classes, rural development, and volunteer and staff training.

With Every Beat of Your Heart: An Ideabook for Community Heart Health Programs. U.S. Dept. of Health and Human Services. 59 p. 1987. HE 20.3202:C 73/2

Provides ideas to use in community settings, public and private health agencies, health care settings, worksite programs, religious organization programs, and school-based programs.

BIBLIOGRAPHIES AND SOURCES OF MATERIALS

Baby Bottle Tooth Decay (BBTD) Selected Educational Resources. U.S. Dept. of Health and Human Services. 17 p. 1987. HE 20.7312:B 11

List of materials, some free, and bibliography. Graded by adult reading level and quality.

Community Health Promotion Programs. U.S. Dept. of Health and Human Services. 8 p. 1987. HE 20.34/2:C 73

A bibliography containing descriptions of publications available from federal agencies.

A Directory of Selected References and Resources for Health Instruction. U.S. Dept. of Health and Human Services. 246 p. 1982. 3rd edition. HE 20.7002:D 62

Lists materials for all ages, including adults; topics include aging, alcohol, drugs, death and dying, nutrition, first aid, sexuality, and mental health. Also contains a directory of health agencies, journals, and reference sources.

Exercise for Older Americans. U.S. Dept.of Health and Human Services. 2 p. 1988. HE 20.34/2:Ex 3

A bibliography of free and low cost books, pamphlets and

audiovisual materials useful for instructors conducting exercise programs.

Facts about AIDS: Three New Videocassette Programs Present the Latest Facts about AIDS Today. National Archives and Records Administration. pam. 1986. AE 1.110:Ac 7

Adult audiences; for sale from the National Audiovisual Center. No rental or preview is available.

FDA Information for Consumers. U.S. Dept. of Health and Human Services. 25 p. 1987. *HE 20.4016:C 76/987 (Documents reference collection)

Catalog of Food and Drug Administration publications, slide shows, and films. Many are free and can be ordered from the FDA regional office in Omaha. Topics include food additives, food safety, nutrition, food labeling, drugs, medical devices,and Spanish language publications.

Health Education Resource List. Nebraska Dept. of Education. 17 p. 1982. E2420D030-1982 (Nebraska document, paper)

Lists organizations, associations, and agencies which have free and low-cost materials available. Compiled by the Curriculum Services branch of the Nebraska Dept. of Education.

Health Resources for Older Women. U.S. Dept. of Health and Human Services. 75 p. 1988. HE 20.3852:H 34

Source of free and low cost publications; topics: age changes and health promotion, common disorders of later life, financial planning, widowhood.

Healthy Mothers Coalition, Directory of Educational Materials. U.S. Dept. of Health and Human Services. 170 p. 1985. HE 20.11/2:H 34/3/986

Lists professional, voluntary, and government organizations with an interest in maternal and infant health. Has titles of publications available from each. Many are free.

Media for Health and Behavior. National Archives and Records Administration. 16 p. 1986. AE 1.110:H 34

Programs for sale or rent from the National Audiovisual Center on aging, alcohol/drug abuse, wellness, family planning, nutrition, sex education, health education. Free preview.

Nutrition Education Resource Guide for American Indians and Alaska Natives: A Selected Annotated Bibliography for the Food Distribution Program on Indian Reservations. U.S. Dept. of Agriculture. 75 p. 1988. A 98.9:254

Nutrition Education Resource Guide: An Annotated Bibliography of Educational Materials for the WIC and CSF Programs. U.S. Dept. of Agriculture. 146 p. 1982. A 1.60/3:24

Guide to print and audiovisual materials, designed for use in the Women-Infants-and-Children program and the Commodity Supplemental Foods (CSF) program, but also useful for other groups. Reading level is noted when possible for each item and starts at the fourth grade level. Subjects include pregnancy, breastfeeding, infant feeding, food buying, and preschool children.

Staying Healthy: A Bibliography of Health Promotion Materials. U.S. Dept. of Health and Human Services. 64 p. 1987. HE 20.11/2:H 34/4/987

Materials available for professionals and community groups; booklets, films, posters, fact sheets.

Stress Information Resources. U.S. Dept. of Health and Human Services. 4 p. 1988. HE 20.34/2:St 8

Tells about organizations and their publications about stress and stress management.

Vitamins. U.S. Dept. of Health and Human Services. 4 p. 1987. HE 20.34/2:V 83

List of publications for the general public; many are free.

MISCELLANEOUS TOPICS/GENERAL

Understanding Taxes, 1987. U.S.Dept. of the Treasury. 98 p. 1986. T 22.19/2-2:987

A teaching module from the Internal Revenue Service; contains teaching objectives and student exercises.

BIBLIOGRAPHIES AND SOURCES OF MATERIALS

A List of Audiovisual Materials Produced by the United States Government for; Business and Government Management. U.S. General Services Administration. 19 p. 1981. GS 4.17/5-2: B 96/981

List of materials to purchase or rent from the National Audiovisual Center.

A List of Audiovisual Materials Produced by the United States Government for; Flight and Meteorology. U.S. General Services Administration. 12 p. 1983. GS 4.17/5-2:F 64/983

AV materials for sale or rent.

A List of Audiovisual Materials Produced by the United States Government for: Library and Information Science. U.S. General Services Administration. 8 p. 1983. GS 4.17/5-2: L 61/983

Materials for sale or rent from the National Audiovisual Center.

A List of Audiovisual Materials Produced by the United States Government: 1987 Videocatalog. National Archives and Records Administration. 18 p. 1987. AE 1.110:V 66

Video programs to purchase; subjects include education, careers, fine arts, geography, health, history, nature, safety, and science. Fee charged for previewing.

Media for Art Education. National Archives and Records Administration. 12 p. 1985. AE 1.110:Ar 7

Available for purchase or rent from the National Audiovisual Center. Review is free to non-profit organizations.

Publications Catalog, Nebraska Department of Education. Nebraska Dept. of Education. 20 p. 1987. E2000H018-1987 (Nebraska document, paper)

Publications on subjects such as school personnel, child nutrition, school curriculum, special education, vocational education, and rehabilitation services. Many are free.

NURISING

Airwise: Self-Management of Asthma Through Individual Education. U.S. National Heart, Lung, and Blood Institute. 208 p. 1984. HE 20.3208:As 8/984

Patient education program for children ages 9-13. User's guide, program guide, handouts, forms.

Alcohol Abuse Curriculum Guide for Nurse Practitioner Faculty. U.S. Dept. of Health and Human Services. 167 p. 1984. HE 20.8308:H 34/2/nur. 3

Part of the health professions education curriculum resources series; a guide for nursing department faculty.

Alcohol and Drug Abuse Curriculum Guide for Pediatrics Faculty. U.S. Dept. of Health and Human Services. 108 p. 1985. HE 20.8308:H 34/2/med 4

Part of the health professions education curriculum resource series; a curriculum guide for medical educators.

Alcohol, Drug, and Related Mental Health Problems: A Pilot Curriculum for Primary Care Providers. U.S. Dept. of Health and Human Services. 131 p. 1980. HE 20.8302:Al 1/14

Designed for nurses, physicians, and physician assistants; curriculum discusses recognition, motivation, interviewing, and case management.

Alzheimer's Disease In-home Respite Care Training, Curriculum Guide. U.S. Dept. of Health and Human Services. 248 p. 1987. HE 23.3008:Al 9/2 (microfiche)

Includes a bibliography.

Health Promotion and Disease Prevention: A Continuing Education Program for Registered Nurses. U.S. Dept. of Health and Human Services. 58 p. 1988. HE 20.9302:R 26/3

A curriculum guide with 15 teaching modules.

Hospital Days, Treatment Ways Coloring Book. U.S. Dept.of Health and Human Services. 26 p. 1988. HE 20.3152:H 79/3

Helps children become familiar with hospital routines, tests, and treatments.

Nursing and Midwifery: A Guide for Trainers. Peace Corps. 283 p. 1985. PE 1.10/8:N 94

Subtitled: "A Topical Outline for the Teaching of Family Health, a Life-Cycle Approach". Chapters on the family, conception, pregnancy, nursing, growth from birth to old-age, common diseases,family planning, and community health work.

Principles of Epidemiology, Homestudy Course. U.S. Dept. of Health and Human Services. Set of 13 volumes. 1980. HE 20.7008:Ep 5/vol. 1-13

Course discusses concepts, principles, and methods of surveillance and investigation of communicable diseases. Set includes twelve test manuals and lesson books and an introductory booklet. The first lesson defines terms and concepts, the second and third deal with statistics which assess risk in specific populations. Organizing epidemiologic information is the subject of the fourth lesson. These four lessons provide the background necessary for the final two parts: disease surveillance and disease investigation. Lessons consist of readings, exercises, and an examination.

Understanding Your Heart Tests. U.S. Dept. of Health and Human Services. Set of 3 documents. 1988. HE 20.3002:H 35/2/pt. 1,2,3

Handbooks which explain procedures followed for hospital

heart tests on young children; coloring book format. Part 1, preschool; part 2, school age, and Part 3, preschool and school age.

BIBLIOGRAPHIES AND SOURCES OF MATERIALS

Arthritis Information Clearinghouse Audiovisual Materials Catalog. U.S. Dept. of Health and Human Services. 95 p. 1981. HE 20.3316:Au 2

Assists health professionals with locating and selecting materials for patient, public, professional, and paraprofessional education about the rheumatic diseases.

Cancer Prevention Catalog. U.S. Dept. of Health and Human Services. 13 p. 1985. HE 20.3165:P 92

Free publications from the National Cancer Institute; materials for professionals and for the public

Coping with Cancer: An Annotated Bibliography of Public, Patient, and Professional Information and Education Materials. U.S. Dept. of Health and Human Services. 113 p. 1980. HE 20.3165:C 79

Materials about cancer in adults and children; breast cancer, leukemia, lung cancer, colorectal cancer; other additional resources.

Educational Materials for and about Young People with Diabetes. U.S. Dept. of Health and Human Services. 83 p. 1983. HE 20.3316:Ed 8/983

Bibliography containing materials for patients, their families, the public, and health care providers.

A Guide to Educational Resources for Laboratorians. U.S. Dept. of Health and Human Services. 328 p. 1984. HE 20.7008: L 11/3

Bibliography of materials for laboratory educators; lists educational services and resources in print and audiovisual formats.

A List of Audiovisual Materials Produced by the United States Government for: Consumer Wellness and Patient Education. National Archives and Records Administration. 11 p. 1986. AE 1.110/2:C 76

Materials to buy or rent; subjects include diets, exercise, health, family planning, safety, drugs. Free preview for non-profit organizations.

Living with Cancer: National Cancer Institute Patient Materials Catalog. U.S. Dept. of Health and Human Services. 12 p. 1986. HE 20.3165:P 27/986

Materials designed for nurses and health professionals to use with patients.

Media for Nursing and Patient Care. National Archives and Records Administration. 8 p. 1987. AE 1.110:N 93

Catalog of audiovisual materials available for purchase from the National Audiovisual Center. A few can be rented; no previewing available.

Multipurpose Arthritis Centers Index of Instructional Materials. U.S. Dept. of Health and Human Services. 68 p. 1985. HE 20.3316:M 91

Catalog of videotapes, brochures, slide/tape shows, and course outlines available from the Centers.

Teaching Guides for Diabetes Education Programs: Selected Annotations. U.S.Dept.of Health and Human Services. 16 p. 1979. HE 20.3316:T 22

An annotated bibliography.

OCCUPATIONAL SAFETY AND HEALTH

Industrial Hygiene Engineering and Control. U.S.Dept. of Health and Human Services. Multivolume set. 1978.

Designed as a one-three week course, or a one-two semester undergraduate/graduate course. Examines the fundamentals of design of controls which deal with occupational health hazards. Lectures are supplemented by problem solving sessions. Each of the modules below includes an instructor's manual and a student manual.

Introduction. HE 20.7108:In 2/4/instructor and HE 20.7108:In 2/4/student

Industrial Ventilation. HE 20.7108:In 2/2/instructor and HE 20.7108:In 2/2/student

Thermal Stress. HE 20.7108:In 2/5/instructor and HE 20.7108:In 2/5/student

Sound. HE 20.7108:In 2/3/instructor and HE 20.7108: In 2/3/student

Industrial Illumination. HE 20.7108:In 2/6/instructor and HE 20.7108:In 2/6/student

Radiation. HE 20.7108:In 2/7/instructor and HE 20.7108:In 2/7/student

Ergonomics. HE 20.7108:In 2/8/instructor and HE 20.7108:In 2/8/student

Other Topics. HE 20.7108:In 2/9/instructor and HE 20.7108:In 2/9/student

Safety and Health for Industrial/Vocational Education for Supervisors and Instructors. U.S. Dept. of Health and Human Services. 546 p. 1981. HE 20.7102:Sa 1/3 (microfiche)

Tells how to establish and administer effective safety and health programs in schools; focuses on hazards encountered in the industrial/vocational shop.

BIBLIOGRAPHIES AND SOURCES OF MATERIALS

Audiovisual Resources in Occupational Safety and Health. U.S. Dept. of Health and Human Services. 88 p. 1982. HE 20.7114:AU 2 (microfiche)

Reviews and evaluates; gives audience level, sources,and prices.

A List of Audiovisual Materials Produced by the United States Government for: Industrial Safety. U.S. General Services Administration. 17 p. 1982. GS 4.17/5-2:In 2/982

Catalog of AV materials to buy or rent from the National Audiovisual Center. Free preview for non-profit organizations.

NIOSH Videotape Listing. U.S. Dept. of Health and Human Services. 13 p. 1988. HE 20.7114:V 66/2

Occupational safety and health videotapes available, on free loan, from the National Institute for Occupational Safety and Health . All are in the public domain and can be copied.

SAFETY: IN THE HOME, SCHOOL, AUTOMOBILE

Early Rider Medical Community Child Restraint Project. U.S.Dept. of Transportation. Set of five documents. 1979. TD 8.2: Ea 7(letters)

Set explains how to set up a program to educate adults about the value of using child restraints in automobiles. Includes how to set up a "loan-a-seat" program, (TD 8.2:Ea 7/seat), a curriculum guide, (TD 8.2:Ea 7), a publicity handbook (TD 8.2:Ea 7/publicity), and a fact book (TD 8.2:Ea/fact).

Food Safety is No Mystery. U.S. Dept. of Agriculture. Kit. 1987. A 110.2:F 73/4

Consists of four posters and trainer's manual. Learning activities and resources for teaching food safety. Subjects: sanitation/personal hygiene, safe food preparation, preventing cross contamination, safe cooling and reheating of

foods. High school and adult level.

Protecting Our Own: Community Child Passenger Safety Programs. U.S. Dept. of Transportation. 73 p. 1985. TD 8.2:P 94/7

Explains how to set up a child passenger safety program with involvement of education, business, civic, health care, and law enforcement groups. Includes bibliography, directory, and a checklist for safety features of used safety seats.

Safety for Older Consumers: Home Safety Checklist. U.S. Consumer Product Safety Commission. 29 p. 1986. Y 3.C 76/3:2 Sa 1/4/986

An activity book for teaching older people about home safety. Consists of a room-by-room safety checklist, suitable for copying. Same document also available in Spanish language (Y 3.C 76/3:2 Sa 1/4/986/spanish)

BIBLIOGRAPHIES AND SOURCES OF MATERIALS

Publications Catalog of the U.S. Consumer Product Safety Commission. 8 p. 1987. Y 3.C 76/3:13 C 28

Source of free materials, including curriculum guides and lessons.

SOCIAL SERVICES

Adolescence: Intervention Strategies. U.S. Dept. of Health and Human Services. 2 volumes. 1978. HE 20.8208:Ad 7, and HE 20.8208:Ad 7/trainer

An eight module course for persons who have direct contact with youth on an individual or group basis, including school personnel, community-based program staff, criminal justice personnel, and mental health workers. The trainer and participant manuals contain information which gives a basic understanding of adolescent (ages 12-18) development, interpersonal skills,and knowledge necessary for delivering high quality services.

Adoption of Children with Special Needs: A Curriculum for the Training of Adoption Workers, Resource Book. U.S. Dept. of Health and Human Services. 491 p. 1982. HE 23.1202:AD 7/8 (microfiche)

Contains nine units; subjects include understanding families, special needs children, preparing children and families for adoption, and the legal aspects of adoption.

Basic Training Course for Residential Child Care Workers: Student Guide. U.S.Dept. of Health and Human Services. 23 p. 1979. HE 23.1208:C 43/4/student

Contains an overview of the course, guides for using the manuals (see below), and a history of group child care. To be used with: The Child Care Worker: Student Manuals 1-7. (7 volume set; 1979; HE 23.1208:C 43/2/student 1-7). The manuals can be used separately or in any combination. Titles include: Developmental Planning, (153 p.); Developmental Needs, (155 p.); Separation, (163 p.); The Cottage, (161 p.); Discipline, (147 p.); The Group, (147 p.); and The Job, (141 p.).

Planning Alcoholism Counseling Education (PACE): A Curriculum and Instructional Resource Guide. U.S. Dept. of Health and Human Services. 231 p. 1982. HE 20.8308:C 83/2

A resource manual of curriculum and instructional information including instructional units and activities; to be used to train alcoholism counselors.

Resource Manual: Information for Care Givers of the Elderly. U.S. Dept. of Health and Human Services. 163 p. 1986. HE 23.3008:C 18 (microfiche) Instructor's Manual. 92 p. 1986. HE 23.3008:C 18/INST.

Resource manual and instructor's manual are designed to help train volunteers who will work with the elderly in a rural setting.

We Can Help: A Curriculum on the Identification, Reporting, Referral, and Case Management of Child Abuse and Neglect. U.S. Dept. of Health and Human Services. 1979.

Three part set: Leader's Manual: A Curriculum on Child Abuse and Neglect, (348 p.; HE 23.1210:R 31/2/leader), Resource Materials: A Curriculum on Child Abuse and Neglect, (123 p.; HE 23.1210:R 31/2), and Specialized Training for Child Protective Services Workers: A Curriculum on Child Abuse and Neglect, (301 p.; HE 23.1210:C 43).

We Love You. ACTION. no paging. 1985. AA 1.2:G 76/2

A coloring book of pictures created by children served by the Foster Grandparent Program.

BIBLIOGRAPHIES AND SOURCES OF MATERIALS

A List of Audiovisual Materials Produced by the United States Government for: Social Issues. National Archives and Records Administration. 27 p. 1986. AE 1.110/2:So 1

Materials available for purchase or rent from the National Audiovisual Center. Previewing is free for non-profit organizations.

SPECIAL EDUCATION

Curricula for High Risk and Handicapped Infants. U.S. Dept. of Education. 83 p. 1982. ED 1.2:In 3

Discusses issues and considerations for persons who work with handicapped children ages birth to three years old; has a bibliography for further information.

Instructional Procedures for Educating Students with Autism in the Communication Disorders Program. U.S. Dept.of Education. 231 p. 1984. ED 1.8:Au 8

Sections include the curriculum, behavioral approach to education, integrated programs, communication enhancement, and parent involvement.

Puzzled About Educating Special Need Students?: A Handbook on Modifying Vocational Curricula for Handicapped Students. U.S. Dept. of Health and Human Services. 485 p. 1980. HE 19.108:Ed 8/3

Three part set, title above plus: Users Guide (83 p., 1980, HE 19.108:Ed 8/3/guide), and Annotated Bibliography (163 p., 1980, HE 19.108:Ed 8/3/bib.

Speech Improvement for the Trainable Retarded: A Manual for the Classroom Teacher. U.S.Dept. of Health and Human Services. 122 p. 1975. HE 19.108:Sp 3/2

Sections about auditory discrimination, speech sounds, and sentence patterns. To be used with: Speech Improvement Activity Book (108 p. 1975. HE 19.108:Sp 3).

BIBLIOGRAPHIES AND SOURCES OF MATERIALS

A List of Audiovisual Materials Produced by the United States Government for: Special Education. U.S. General Services Administration. 25 p. 1980. GS 4.17/5-2:Sp 3

Materials for sale or rent form the National Audiovisual Center. Previewing is not available.

Videocassette and Film Programs for Special Education. U.S. Dept. of Education. 4 p. 1987. ED 1.17:V 66

List of material to purchase from the National Audiovisual Center.

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